

**For:** FSA Offices

**Processing Erroneous and Omitted Offers for Signup 26**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Before general CRP signup 26, all updates to accepted CRP offers because of erroneous data or the addition of offers because of omission or appeal were calculated and processed manually. Beginning with signup 26, updates to the offer file because of errors, omissions, appeals, or for certain other offer corrections, will be processed using the Access General Signup System (AGSS) software.

If ranking data for an offer is changed, AGSS software provides:

- a quick and accurate tool to recalculate the Environmental Benefit Index (EBI) score and the maximum acceptable rental rate
- an updated eligibility determination and a current CRP-1 and CRP-2 for each offer that is reprocessed.

AGSS software will also be used to import the new or corrected data to the System 36 CRP contract/offer file where it will be used to record or correct signup 26 contract data.

**Note:** The instructions in this notice replace instructions in 1-CRP, paragraphs 300.4 and 304, and shall be used to add or correct signup 26 accepted offers.

**B Purpose**

This notice provides policy and automated operating instructions to:

- process errors, omissions, appeals, and other corrections
- import to the System 36 for recording as contracts, those offers determined to be acceptable according to Notice CRP-443.

Disposal Date	Distribution
January 1, 2004	All FSA Offices, State Offices relay to County Offices

## 2 Errors and Omissions Policy

### A Identifying Erroneous Records

Erroneous offer records include:

- any errors detected in ranking data elements
- any changes to CRP-2 data elements, including offered acreage changes because of measurement service
- changes to CRP-2 data elements resulting from appeal or technical re-determinations.

**Note:** Ranking data, which includes the rental rate per acre offered, maximum payment rate cost-share amounts, and the scores associated with each EBI factor N1 through N6, can affect whether an offer is rejected or accepted.

Any timely filed offers found by County Offices to contain incorrect ranking data are considered erroneous. Changes in the CRP-2 data may result in the offer being ineligible, the EBI score increasing, or the EBI score decreasing. A change made to acres of a soil may change the maximum acceptable rental rate or the EBI score and may require the offered rental rate to be adjusted.

**Note:** A fourth validation cycle was processed after offer ranking and selection processing to identify erroneous ranking data. County Offices shall review any erroneous records listed on these reports and process according to this paragraph before any producer notification. See subparagraph D to process offers with erroneous data through AGSS software.

### B Identifying Omitted Records

Omitted records include:

- any timely filed eligible signup 26 offer not successfully transmitted to Kansas City offices by COB August 8, 2003, and listed on Report 1, Acceptable and Rejected Offers
- timely filed offers, originally determined ineligible and not transmitted to Kansas City offices, that are determined eligible through the appeals process, or any technical re-determinations.

**Important:** Late-filed offers are **not** omitted offers. Both CRP-1 and CRP-2 must be completed and signed by an eligible producer and received in the County Office by the end of signup to constitute an offer. CRP-1 or CRP-2 alone does **not** constitute an offer.

**Note:** Follow 1-APP for handling appeals.

## 2 Errors and Omissions Policy (Continued)

### C Policy About Errors and Omissions

All **eligible** offers that were omitted and all offer records identified in Report 1, Acceptable and Rejected Offers, that are later determined erroneous, shall be reprocessed by the County Office using the AGSS software. This includes all offers for which CRP-1 has **not** been approved, including those where the producers have been issued letters indicating the offer was acceptable. For errors detected after approving CRP-1, see 2-CRP, paragraph 281.

**Important:** Installation of the “Post Signup Errors, Omissions, and Appeals Patch” shall be completed before using the AGSS software to determine the acceptability of the offer and calculate the correct EBI score.

The updated AGSS software will calculate and display the N6a sub-factor and the “Total EBI Score for Acceptance/Rejection.” The “Total EBI Score for Acceptance/Rejection,” which includes the N6a sub-factor, will be used to determine whether the offer is acceptable.

**Important:** Only AGSS software that has been updated with the “Post Signup Errors, Omissions, and Appeals Patch” shall be used by County Offices to process omitted and erroneous offers. See subparagraph D. County Offices must submit a copy of the “EBI – Land Eligibility” screen of the AGSS software and Certification Statement (Exhibit 1) to the State Office to verify that the omitted or corrected offer was entered into the AGSS offer software. Erroneous and omitted offers must be entered into the AGSS offer software according to paragraph 3 and transmitted to the System 36 for contract processing.

COC shall reject any offer that is determined to be unacceptable, including offer records for which producers have been issued letters of acceptability. When offers are determined to be ineligible after CRP-1 has been approved, County Offices shall follow 2-CRP, paragraph 281.

**Note:** All signup 26 erroneous and omitted offers must be processed by COB October 31, 2003. There is no deadline for processing offers determined eligible through the appeals process.

## 2 Errors and Omissions Policy (Continued)

### D Soil Rental Rate (SRR) Recalculations

Certain erroneous offer data may cause a change and subsequent recalculation of SRR. If the maximum payment rate ("Maximum Acceptable Rental Rate" block in AGSS) is decreased because of the recalculation, the producer must agree to accept the lower of either of the following:

- recalculated maximum payment rate
- original offered rental rate.

**Note:** These producers may withdraw the offer without assessment of liquidated damages.

If the maximum payment rate ("Maximum Acceptable Rental Rate") is increased because of the recalculation, the producer must agree to the offered rental rate from the original CRP-2. If the producer does not agree to accept the offered rental rate from the original CRP-2, the producer may withdraw the offer without liquidated damages.

**Important:** If the recalculated "Total EBI Score for Acceptance/Rejection" is below the EBI cutoff, the offer must be rejected.

### E CED Authority for Approving CRP-1's

For erroneous or omitted offers, CED's are authorized, on a case-by-case basis, to approve CRP-1's if the offer is a timely filed signup 26 offer, is otherwise acceptable, and could not be approved by the September 30, 2003, deadline. All erroneous or omitted offers must be processed and CRP-1's approved by COB on October 31, 2003. Approval authority is limited to those acceptable CRP offers for contracts with an otherwise effective date of October 1, 2003, which could not be approved by September 30, 2003

### F Contracts Approved After September 30, 2003

All CRP-1's must be for a minimum duration of 10 years and shall not exceed 15 years.

Offers submitted to become effective October 1, 2003, which were not approved by September 30, 2003, may be approved:

- according to Notice CRP-443 by CED, between October 1 and October 31, 2003
- for 10 years and 11 months.

**Note:** The first year annual rental payment will be a prorated payment. The remaining 10 annual rental payments would be made after October 1 of each applicable year.

## Notice CRP-450

### 2 Errors and Omissions Policy (Continued)

#### G County Office Action for Reprocessing Erroneous Offers

County Offices shall reprocess erroneous offers according to this table.

Step	Action
1	County Offices shall: <ul style="list-style-type: none"> <li>determine whether the offer includes erroneous data on CRP-2</li> <li>ensure that the AGSS “Post Signup Errors, Omissions, and Appeals Patch” is installed.</li> </ul>
2	Enter the corrected data into the AGSS offer software to: <ul style="list-style-type: none"> <li>ensure that all validation criteria are met</li> <li>recalculate offer eligibility and the maximum acceptable rental rate.</li> </ul> <p><b>Note:</b> A copy of the “EBI – Land Eligibility” screen will automatically print.</p>
3	To determine offer acceptability, compare the calculated “Total EBI Score for Acceptance/Rejection” displayed on the “EBI – Land Eligibility” screen to the minimum acceptable EBI cutoff score. For counties limited by the 25 percent cropland limitation or other authorized cropland limitation, compare the “Total EBI Score for Acceptance/Rejection” to the lowest acceptable EBI cutoff score in the county. <p><b>Note:</b> Report 2, Additional Report Listing Offers in Counties Which Exceeded the Total County Cropland, provides County Offices with offers rejected because of the 25 percent cropland limitation or other authorized cropland limitation. This report lists offers sorted by EBI score to assist County Offices to identify the applicable “lowest acceptable EBI cutoff score”.</p> <p><b>Important:</b> Only offers with EBI scores equal to or above the EBI cutoff score for the county are acceptable.</p>
4	Allow producers to modify the offered rental rate according to subparagraph D.
5	Print updated CRP-1. Make pen and ink changes on the original CRP-1 and have the producer and the employee making the change initial and date the change.
6	CED must complete the Rental Rate Offer Modification/Revision Certification. See subparagraph C and Exhibit 1.
7	File a copy of the original CRP-2 and CRP-1 and the new CRP-2 and CRP-1 in the producer’s CRP folder.
8	Submit a copy of the “EBI – Land Eligibility” screen to the State Office for review and acreage control. <p><b>Note:</b> Indicate the number of acres needed from the State Office acreage allocation.</p> <p>Do not take additional action until the State Office approves the correction and provides acres. See Exhibit 2 for State Office allocations.</p>
9	The State Office must review the “EBI – Land Eligibility” screen and provide acreage allocation to the County Office if changes are approved.
10	Port (transmit) the updated offer file to the System 36 by clicking the “Transmit Completed Offers” button on the AGSS Startup Menu. Follow the prompts to complete the transmission.
11	Add or correct, as applicable, the updated offers to the System 36 signup 26 CRP contract file according to Notice CRP-447.

## Notice CRP-450

### 2 Errors and Omissions Policy (Continued)

#### H County Office Action for Processing Omitted Offers

County Offices shall process omitted offers according to this table.

Step	Action
1	Ensure that all eligibility requirements have been met, including the offer being timely filed with appropriate signatures.
2	Enter or modify and update the omitted offer in the AGSS software. The Online User Guide provides instructions for entering offers. A copy of the “EBI - Land Eligibility” screen will automatically print.
3	<p>To determine offer acceptability, compare the calculated “Total EBI Score for Acceptance/Rejection” displayed on the “EBI - Land Eligibility” screen to the minimum acceptable EBI cutoff score. For counties limited by the 25 percent cropland limitation or other authorized cropland limitation, compare the “Total EBI Score for Acceptance/Rejection” to the lowest acceptable EBI cutoff score in the county.</p> <p><b>Note:</b> Report 2, Additional Report Listing Offers in Counties Which Exceeded the Total County Cropland, provides County Offices with offers rejected because of the 25 percent cropland limitation or other authorized cropland limitation. This report lists offers sorted by EBI score to assist County Offices to identify the applicable “lowest acceptable EBI cutoff score”.</p>
4	<p>Submit a copy of the “EBI – Land Eligibility” screen to the State Office for review and acreage control.</p> <p><b>Note:</b> Indicate on the screen submitted to the State Office that the offer is an omitted offer.</p> <p>Do not take additional action until the State Office provides acres. See Exhibit 2 for State Office allocations.</p>
5	The State Office shall review the “EBI – Land Eligibility” screen and provide acreage allocation to the County Office if changes are approved.
6	Notify producers of acceptable or rejected offers according to Notice CRP-443.
7	Port (transmit) the offer file to the System 36 by clicking the “Transmit Completed Offers” button on the AGSS Startup Menu. Follow the prompts to complete the transmission.
8	Add the omitted offers to the signup 26 contract data file according to Notice CRP-447.

## 2 Errors and Omissions Policy (Continued)

### I Changing Program Year

Producers may change the program year of an accepted offer if the program year change does not cause more than 1 offer, per tract, per program year. The following table provides instructions on changing the program year for an offer that has not been added to the System 36 contract file.

Step	Action	Result
1	From the AGSS Startup Menu, access the offer to be modified. Instructions to access offers for modification are available in the Online User Guide.	Screen 1 of the AGSS software will display with the selected offer data available for modification.  <b>Note:</b> The “Program Year” block is not available for modification at this time.
2	On Screen 1, PRESS “Esc”.  <b>Note:</b> Do not press “Esc” for modifications other than program year.	The “Program Year” block is released for modification.
3	Use the dropdown selection in the “Program Year” block to select the desired program year.	The “Program Year” entry is changed and the “Effective Date” block entry is automatically updated to the correct date.
4	Click the “Next” button on all screens until the “EBI – Land Eligibility” screen appears.	“EBI – Land Eligibility” screen is displayed. The program year has been changed
5	Verify that all entries are correct on the “EBI – Land Eligibility” screen and click “Done”.	The offer record has been updated to the offer file and the AGSS Startup Menu is displayed.
6	From the AGSS Startup Menu, print CRP-1 and CRP-2 for the updated offer. Instructions to print CRP-1 and CRP-2 are available in the Online User Guide.	Updated CRP-1 and CRP-2 are printed.
7	When modifications to offers have been completed, click the “Transmit Completed Records” button.	Offers are imported to the System 36 “Offer Data File” and are available to add or correct contracts in the Contract File.
8	Follow instructions provided by Notice CRP-447 to add or correct contracts to the contract file.	System 36 contract file will be updated with the correct program year for the contract.

# Notice CRP-450

### 3 Software Changes

## A General

AGSS software has been updated to process post signup errors, omissions, and appeals as indicated in paragraph 2 and will be released in conjunction with this notice. This software will provide a method to determine revised eligibility and maximum rental rates based on:

- acreage changes discovered during the planning process
- practice revisions determined to be necessary during the planning process
- errors discovered in offer data
- omitted offers
- appeals.

**Important:** This software patch must be installed before the recording offer updates because of errors, omissions, or corrections because of any other approved reason.

## B New Calculation

The updated software will calculate a new “Total EBI Score for Acceptance/Rejection” that will include the N6a cost factor and will provide the County Office with a total EBI score that can be compared directly to Report 1, Acceptable and Rejected Offers, to determine acceptability of the offer.

The following is an example of the updated AGSS Screen 5 with the “Total EBI Score for Acceptance/Rejection”. This screen will print automatically when the “Done” button is clicked. The score shall be used to determine whether the offer is to be accepted or rejected.

EBI - Land Eligibility (Last Screen)

Help Print Admin County 29179 Tract Number 0000431 Program Year 2004 Offer Type A Acres for Enrollment 25.0 Previous Done

**EBI / Land Eligibility**

Maximum Acceptable Rental Rate: \$7

Rental Rate Offer: \$7.00

Annual Contract Payment: \$1,675

Producer Submits: Y

The Data is correct and the producer accepts the terms and conditions of the Offer

Date Signed and Submitted: 06/10/2003

**Land Eligibility Table**

EI >= 8	
National CPA	
State CPA	2.0
Expiring CRP	0.0
Water Bank	0.0

**EBI Scores**

N1	0	N1a	0	N1b	0	N1c	0
N2	1	N2a	0	N2b	0	N2c	0
N3	0						
N4	0						
N5	1	N5a	1	N5b	0	N5c	0
Total N	75	N6a	0	N6b	10	N6c	0
						N5d	0

The Entire Land Offer has passed the Eligibility Criteria.

Total EBI Score for Acceptance/Rejection: 100



### **3 Software Changes (Continued)**

#### **C Rental Rate Offer Changes**

Changes to an offer that cause a recalculation of the maximum acceptable rental rate will result in the prompt, “Do you wish to Modify the Rental Rate Offer following current CRP policy guidelines as established by CEPD?”, to the user.

Responding to the prompt by clicking:

- “Yes” will allow changes to be made to the rental rate offer entry
- “No” will leave the rental rate offer entry locked and no change will be allowed.

See subparagraph 2 D for changes to SRR.

#### **D Printouts**

After modifications to the data for an offer have been completed, clicking the “Done” button on the last screen will update the offer file and a copy of the “EBI – Land Eligibility” screen displaying the “Total EBI Score for Acceptance/Rejection” will print out. If the recalculation resulted in a change to the maximum acceptable rental rate, a certification form will print out indicating the revised maximum acceptable rental rate and if any changes to the “Rental Rate Offer” was entered. This document must be reviewed and signed by CED. See Exhibit 1.

**Note:** The certification will print out even if the “Rental Rate Offer” is not changed.

### **4 Action**

#### **A County Office Action**

County Offices shall read and follow the provisions of this notice to process signup 26 erroneous and omitted offers.

#### **B State Office Action**

State Offices shall ensure that County Offices follow the instructions in this notice.

# Rental Rate Offer Modification/Revision Certification

Following is an example of the certification that prints out if the recalculated Maximum Acceptable Rental Rate for an updated offer is changed because of offer revisions according to subparagraph 2 D of this notice.

## Rental Rate Offer Modification/Revision Certification

A modification/revision was made to the original General CRP Signup 26 Offer listed below because of an error, omission, appeal, or correction. The modification/revision caused a change in the Maximum Acceptable Rental Rate. The producer must agree to accept the lower of:

- 1) the original offered rental rate; or,
- 2) the re-calculated Maximum Acceptable Rental Rate.

**Exception:** If a Soil Map Unit Symbol (MUS) was erroneously entered by the County Office and the re-calculated Maximum Acceptable Rental Rate is greater than the original Offered Rental Rate, permit the producer to adjust the Offer Rental Rate not to exceed the re-calculated Maximum Rental Rate.

If the re-calculated Total EBI score for Acceptance/Rejection is below the EBI cutoff for General Signup 26, the offer is rejected.

Administering County FIPS code : .....

Farm Serial Number: .....

Tract Number :.....

Re-calculated Maximum Acceptable Rental Rate:

Initial Rental Rate Offer:.....

Revised Rental Rate Offer:.....

Based on this modification/revision, the producer (agrees/ does not agree) to the revised rental rate.

Comments:

I certify the above information is correct

\_\_\_\_\_  
Signature, County Executive Director

\_\_\_\_\_  
Date

**State Acreage Allocations for Errors, Omissions, and Appeals**

The following table contains the acreage limitations that State Offices shall not exceed when reprocessing errors, omissions, and appeals.

<b>State</b>	<b>Acreage Allocation</b>	<b>State</b>	<b>Acreage Allocation</b>
Alabama	1,078	Nebraska	5,966
Alaska	0	Nevada	0
Arizona	0	New Hampshire	0
Arkansas	980	New Jersey	25
California	635	New Mexico	147
Colorado	9,554	New York	561
Connecticut	25	North Carolina	249
Delaware	25	North Dakota	15,898
Florida	52	Ohio	3,720
Georgia	855	Oklahoma	2,476
Hawaii	0	Oregon	898
Idaho	1,918	Pennsylvania	56
Illinois	5,318	Puerto Rico	0
Indiana	2,530	Rhode Island	0
Iowa	8,073	South Carolina	75
Kansas	11,986	South Dakota	10,457
Kentucky	1,085	Tennessee	707
Louisiana	150	Texas	22,550
Maine	121	Utah	900
Maryland	133	Vermont	0
Massachusetts	0	Virginia	118
Michigan	4,026	Virgin Islands	0
Minnesota	5,344	Washington	3,779
Mississippi	1,332	West Virginia	0
Missouri	3,065	Wisconsin	2,710
Montana	20,420	Wyoming	614